



Lost and Found and Not Forgotten



DoD Employees sometimes transition between activities or agencies. To avoid travel booked on the wrong line of accounting or until budget is loaded; there is a designated group for travelers during transition periods between agencies.

Scenario: Employee is Transitioning from Organization 'A' to Organization 'B'

I am transitioning to DMDC from DTMO due to a new assignment and will require travel once situated. What do I need to do during my transition period to prepare for future travel?

DID YOU KNOW?

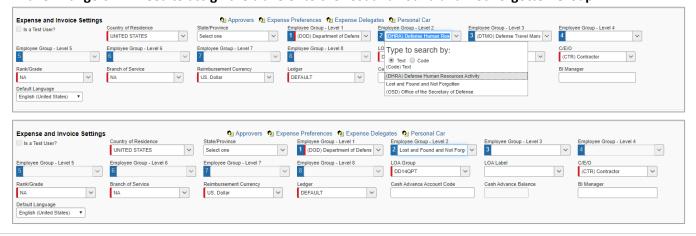
You will be able to create requests during the transition period, however, request cannot be submitted.

Attachment #1 - How do I prevent travel for users transitioning between agencies?

1. Coordinate with your current Travel Manager. TM's will need to update your Travel Profile to remove the Travel Wizard option.



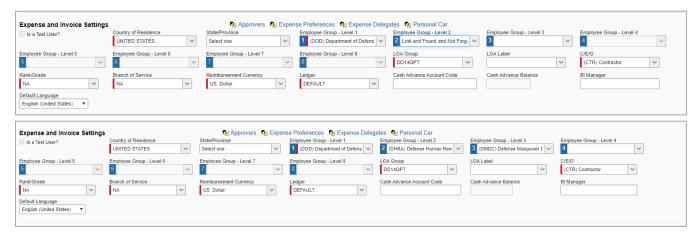
2. Travel Mangers will need to assign the traveler to the Lost and Found and Not Forgotten Group.





Attachment #2 – I have moved to a new agency but do not have the ability to access Travel Wizard for submit a request. What do I do?

- 1. Notify your newly assigned Travel Manager and inform them you are unable to submit requests or access the Travel Wizard.
- 2. Travel Mangers will need to assign you to your new travel group.



3. Once assigned, Travel Managers need to re-check the Travel Wizard box in your profile.

